

Troop 708

Website Guide

Troop 708

Castro Valley, California

Welcome

[Home](#) | [History](#) | [Calendar](#) | [Past Events](#) | [Eagle Corner](#) | [Library](#) | [My Troop](#) | [Links](#) | [Login](#)

Welcome to the Online Home of Troop 708

Welcome to the online home of Troop 708.

Troop 708, located in Castro Valley, California, was established more than 50 years ago and remains a wonderful place for a young man to learn life skills, respect for people and nature and a place to build a deep sense of confidence that will ensure a compassionate, satisfying, productive and rewarding future. Being a Boy Scout is never wasted time.

Are you ready to start the adventure? Are you looking for a troop where there is not only learning but a great deal of fun?

Then give us a [shout](#).

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About the Troop 708 Website

The Troop 708 website has been designed to be a centralized set of resources to help Scouts and adult troop members manage and disseminate information in such a way as to make this information more readily available and manageable. It is hoped that this will ease some of the overhead of running the troop and allow participation to be more rewarding for our Scouts. As with most part time projects, this will be an ongoing development effort and input is welcome.

This document has been written to give an overview of the various sections of the website. It also exists to explain the details on features in place for those who will manage some of the contents. It's not meant to be all inclusive, and like many documents, may become somewhat dated over time.

As this website is meant mainly for troop use, much of the content has been designed to be off limits to general users and will require one to log in to access the restricted content. This said, there always is the possibility that there are those who are more skilled than the designers, who aren't trustworthy scouts and who may find it fun to hack into the data stored on our website that is not meant for general public dissemination. Given this possibility, the restricted data available on our website should be relatively benign and likely in the public domain already. No scout e-mails, addresses or other typically personal information is maintained in this system directly against the scout database table. Adult information does include e-mail, phone number and address information. There also are associations between scouts and adults, so, indirectly the best one could do is find an address for an adult and associate that with a scout. Remember, the first method for maintaining our website's integrity is to not share your login information and to periodically change your password.

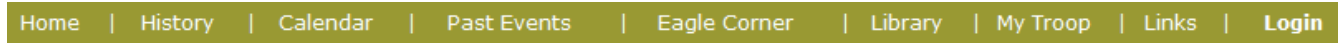
In addition to data security, there are no e-mails or addresses in plain text anywhere within the source html pages served by this website. All pages that display such data are dynamically built utilizing data served up from a backend database. This should alleviate any risk of spiders, software that go out and search sites for this type of information, from finding anything of use on our website.

If you do not wish to have your e-mail, phone, address and/or other information available to other troop members, then just inform the webmaster and your data will be removed. Or, you can access your record and remove just the information you don't want on the website. Please keep in mind, however, that the website is where we hope to maintain the troop roster, e-mail lists, phone call lists, leadership information and merit badge counselor information. Removing you from the database entirely will remove you from these lists. You could safely remove just your address information and you will still receive general e-mails and be included on the phone list.

Now, onto the website...

Troop 708 Website Main Pages

The main menu, which is displayed on every page, consists of the main sections within our troop's website. These sections break down as follows:



Home

This is the page a visitor would land on should they navigate to <http://www.troop708.org>. It contains a brief welcome statement and a link to request a response to an inquiry.



History

Currently empty, this page is meant to give a brief history about Troop 708. I suppose it can be viewed as a mix of a pride page and a means of eliciting interest from family's looking for a troop they would like to join. Content is meant to be provided by the troop's scout historian.



Calendar

This page provides links to past, present and future calendar pages. The current month's calendar page is displayed by default. Using the right and left arrows will progress you one month forward or backward at a time. The month and year drop down lists allows you to get to a more distant month quicker.



Past Events

This page currently provides links to troop newsletters. In the future it will, hopefully, also contain links to photographs and other details of troop events.



Eagle Corner

The Eagle Corner section is meant as a page for our troop's Eagle scouts. Currently this is limited to a link to all the Troop 708 scouts who have ever attained the rank of Eagle scout. It is hoped that we can provide links off the list of Eagle scouts to some commentary about a given Eagle's experiences on their path to Eagle. Other Eagle related links also will be available.



Library

The Library section of the troop website contains links to documents that are routinely needed. These include the Parent Handbook, permission slips, packing lists, access to the troop's merit badge counselors and also a section that can be used by the troop librarian to manage who has borrowed any troop library materials.



My Troop

This section of the website contains the material that is used to provide access to troop membership, relationship, and contact information. It is this information that drives a lot of other data like the merit badge counselors, patrol membership, adult leader positions and the troop e-mail and phone lists. This section also provides a means to e-mail other members of the troop.

This section of the website can be managed by several individuals. Troop members have access to maintain their specific contact information directly. Scouts only have access to manage their data, with related adults having the ability to adjust both their profile and those of the related scouts.

Some adult leaders also have abilities to maintain information ancillary data. For example, the leader who manages merit badge resources can relate given adults as counselors for specific merit badges.

Links

This page contains links to national and district Boy Scout websites as well as links to other useful resources.

Login / Logout

This screen is displayed if a user clicks the Login menu or anytime a user accesses a restricted page (e.g., My Troop). Once a user successfully logs in, the page won't be displayed again unless the session times out or the user clicks the Logout menu item.



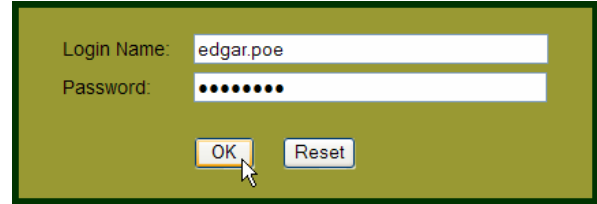
Troop 708 Website Maintenance Pages

Much of the Troop centric information has been designed to allow users to maintain information about them and individuals related to them and also to allow leaders to maintain items of information under their oversight. This section of this guide explains the availability and use of these features.

Logging In

To log into the secured areas of the troop website simply navigate to an area that is not available to the general public (e.g., My Troop) or click on the "Login" menu.

When the login page is presented, simply type in your login name and password and click <OK>.



Editing Member Data

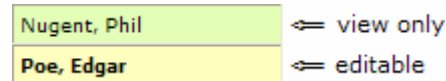
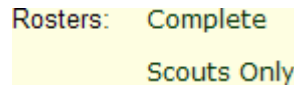
After logging in, a user may edit data relevant to them. To do this a user would navigate to the "My Troop" section and login if they haven't already. Adult members may edit their data and the data of scouts associated with them. Scouts may only edit their data.



Editing Scout Data

The scout data entry screen is accessible from any list that displays a scout record. These would include the Complete roster and the Scouts Only roster. Click the link to one of these two lists.

Listings allow access to scout details by clicking on the scout's name. If the scout is one that the user can edit, the scout's name will be bolded. Clicking on a bold scout name will navigate you to the scout detail form and the fields will be enterable. Clicking on a non-bolded name will, again, take you to the scout detail form but the fields will, typically, not be editable. Typically means there are some users who have access to update particular attributes on the scout detail form, such as, merit badges earned by the scout and the dollar amount in a scout's bank account.



To edit data within the scout form simply type in the appropriate values, select a choice from a drop down list or click the calendar image to enter a date. Changes are not saved if you do not click the <OK> button, so, don't make a change and navigate away from the page using the menus or by using other related data links, and don't close the window.

To add a related adult click on the <Add> button at the bottom of the Adults listing. To remove an association click on the link in the edit column. To view details for an adult, click on the adult's name.

To add a merit badge that a scout has earned, click the <Add> button at the bottom of the Merit Badge listing. To remove a merit badge click the link in the edit column. Existing entries are not editable. Simply delete and re-enter a merit badge.

Editing Adult Data

The adult data entry screen is accessible from any list that displays an adult record. These would include the Complete roster and the Adults Only roster. Click the link to one of these two lists.

Listings allow access to adult details by clicking on the adult's name. If the adult is one that the user can edit, the adult's name will be bolded. Clicking on a bold adult name will navigate you to the adult detail form and the fields will be enterable. Clicking on a non-bolded name will, again, take you to the adult detail form but the fields will, typically, not be editable. Typically means there are some users who have access to update particular attributes on the adult detail form, such as, merit badges for which they are a counselor and adult troop positions held.

To edit data within the adult form simply type in the appropriate values or select a choice from a drop down list. Changes are not saved if you do not click the <OK> button, so, don't make a change and navigate away from the page using the menus or by using other related data links, and don't close the window.

To view and/or edit the details for a scout, click on the scout's name.

To add a merit badge to the list that you counsel, click the <Add> button at the bottom of the Merit Badge Counselor listing. To remove a merit badge click the link in the edit column. Existing entries are not editable. Simply delete and re-enter a merit badge.

Troop positions also are handled like the merit badges. Click the <Add> button to add a position, to remove. To edit you would delete and add.

Troop 708 Castro Valley, California **Scout Edit**

Home | History | Calendar | Past Events | Eagle Corner | Library | My Troop | Links | Logout

Login: edgar.poe Active?: Yes

First / Last Name: Edgar Poe

Patrol / Position: Pine Trees / Patrol Leader

Rank / Earned On: Star / 9/4/2007

\$ in Bank Account: 0

OK Cancel

Adults	
name	phone
Allen Poe	(510) 555-1212
Ellen Poe	(510) 555-1212

Merit Badges	
name	earned on
Archery	8/10/2007
Astronomy	8/10/2007
Bakery	8/11/2008
First Aid	8/12/2005
Pottery	8/11/2008
Swimming	8/12/2005

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Adults		
name	phone	edit
Allen Poe	(510) 555-1212	del
Ellen Poe	(510) 555-1212	del
		add

Rosters: Complete
Adults Only

Nugent, Phil view only
Poe, Edgar editable

Troop 708 Castro Valley, California **Adult Edit**

Home | History | Calendar | Past Events | Eagle Corner | Library | My Troop | Links | Logout

Login: allen.poe Active?: Yes

First / Last Name: Allen Poe

E-mail: allen.poe@raven.com

Phone 1: (510) 555-1212

Phone 2: (510) 212-5555

Address 1: 221 Spooky Hollow

Address 2:

City / State / Zip: Castro Valley CA 94552

OK Cancel

Scouts	
name	rank
Edgar Poe	Star

Merit Badge Counselor	
name	rank
Aviation	del
Computers	del
Cycling	del
	add

Troop Involvement	
name	rank
E-Mail / Telephone Coordinator	del
Troop 708 Webmaster	del
	add

BOY SCOUTS OF AMERICA® Welcome Allen

Scouts	
name	rank
Edgar Poe	Star

Adding a Scout or Adult Record

If you have access, you may enter a new scout or adult record by clicking on the name label. Doing so will bring up an empty edit form. Fill in all the available data and click <OK>.



Send An E-Mail

Sending an e-mail to the parents of scouts in a particular patrol or to the troop as a whole is possible using the "Send an e-mail" link on the My Troop page. Clicking this link will bring up the e-mail form. A subsequent click on the <Send> button will send the e-mail.

Send an e-mail *note: e-mails are only sent to adults*

Couple of things to note:

- Scout e-mails are not maintained in the system, so any e-mails sent via this interface are to adults only.
- Scouts do not have access to this link. The ability to send e-mails is only available to adults in the troop.

Change Password

To change your login password, which is highly recommended initially and periodically, click on the "Change Password" link from the My Troop page. Clicking this link brings up the Change Password form. Simply enter your new password, confirm it and click <OK>.

Change Password

Troop Library Maintenance

There are two views of the troop library. For those without the ability to manage the library, the list is like the top sample to the right. The list simply contains all of the items in the library and the check out status.

The Troop Librarian has the ability to completely manage the troop library. This includes adding and deleting troop library items and manage the checkout status of a library item. The Troop Library List for the Troop Librarian will look like the second sample to the right.

Librarian Item Maintenance:

- Click the + link on at the top of the “edt” column to go to the library item entry form.
- To edit a library item click on the “e” link from the “edt” column.
- To delete a library item click on the “d” link from the “del” column.

Library Checkout Maintenance:

- To record a scout checking out a library item, click the “co” link from the “i/o” column. This will bring up the checkout form. Simply select the scout from the list and click <OK>.
- To check a library item back in, click the “ci” link from the “i/o” column.

Troop 708
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Troop Library List

Home | History | Calendar | Past Events | Eagle Corner | Library | My Troop | Links | Logout

Item #	Item Type	Item name	checked out by	checked out on	i/o	edt	del
1	Merit Badge Book	Archery					
2	Merit Badge Book	Camping					
9	Merit Badge Book	Camping					
12	Merit Badge Book	Citizenship in the Community					
8	Merit Badge Book	Cooking					
4	Merit Badge Book	Emergency Preparedness	Edgar Poe	12/3/2007			
6	Merit Badge Book	First Aid					
14	Merit Badge Book	Fish and Wildlife Management					
3	Merit Badge Book	Hilong					
7	Merit Badge Book	Shotgun Shooting					
11	Merit Badge Book	Soil and Water Conservation					

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Item #	Item Type	Item name	checked out by	checked out on	i/o	edt	del
1	Merit Badge Book	Archery			co	e	d
2	Merit Badge Book	Camping			co	e	d
9	Merit Badge Book	Camping			co	e	d
12	Merit Badge Book	Citizenship in the Community			co	e	d
8	Merit Badge Book	Cooking			co	e	d
4	Merit Badge Book	Emergency Preparedness	Edgar Poe	12/3/2007	ci	e	d
6	Merit Badge Book	First Aid			co	e	d
14	Merit Badge Book	Fish and Wildlife Management			co	e	d
3	Merit Badge Book	Hilong			co	e	d
7	Merit Badge Book	Shotgun Shooting			co	e	d
11	Merit Badge Book	Soil and Water Conservation			co	e	d
5	Merit Badge Book	Cooking				e	d

Legend

e	edit
+	add
d	delete
co	check out
ci	check in
active	
inactive	

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Troop 708
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Library Item Edit

Home | History | Calendar | Past Events | Eagle Corner | Library | My Troop | Links | Logout

Active?: Yes

Item No.: 4

Item Type: Merit Badge Book

Item Name: Emergency Preparedness

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Troop 708
Castro Valley, California

Library Item Check-Out

Home | History | Calendar | Past Events | Eagle Corner | Library | My Troop | Links | Logout

Item No.: 14

Item Type: Merit Badge Book

Item Name: Fish and Wildlife Management

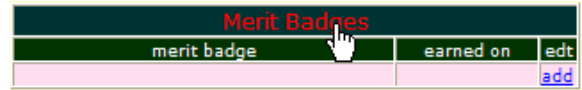
Scout: select a scout

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Quick Tips

Scout / Adult Edit Screens:

Clicking on the label for the Merit Badge Earned/Counselor lists will take you to a website containing merit badge requirements.



Merit Badge Counselor Listing:

Clicking on the “merit badge” or “counselor” column label will sort the listing based upon the column label clicked.



Clicking on the merit badge counselor’s name will take a user into the detail form for the counselor.

If the user has the ability to edit merit badge counselors, there will be an delete column for a given merit badge / adult pairing. When clicked, the “add” column label takes the user to the Merit Badge Counselor Add form. Clicking a “del” link next to a record, will delete the adult / merit badge pairing.

